

IMLS Webinar with the CDC: March 30, 2020
Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections

[Listen to the Webinar Recording](#) for full information (approx. 50 minutes). To listen, click on the link, then register with your name and email address.

The following is a list of key points as summarized by the Office of Library and Information Services.

Speakers

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Key take-aways

- Follow local health officials' guidance. (Note from OLIS: [RI Department of Health](#))
- Continue to follow your building's routine cleaning procedures.
- Direct, person to person communication is the most common way that the virus is transmitted. Practice social distancing. Space employees and patrons, even if it means you demark how closely people can sit in the library.
- Wash Hands – a key safety measure
 - Washing your hands thoroughly with soap and water for at least 20 seconds and not touching your face is the number one thing you can do to protect yourself. If soap and water are not available, use a 70% alcohol based hand sanitizer.
 - Encourage all staff to do these two things and provide adequate supplies for them to do it consistently.
 - Provide universal signage in building to remind staff and patrons to wash their hands and keep their hands off their faces.
- Regularly clean and disinfect high touch hard, non-porous surfaces. The virus is highly susceptible to common disinfectants like bleach and alcohol. Any EPA registered household disinfectant will work. Use regular detergents. (Note from OLIS: look for EPA registrations on cleaning product labels.)
- Paper based materials, including cardboard, are a lower risk for transmitting the virus. CDC has not issued advisory for paper based materials.
 - For example, there is no advisory for the mail; it is not considered a risk. CDC endorsed paper mail ballots for Washington state which was at a high level of contagion.
 - CDC is not issuing advisory about packages shipped.
 - The study that indicated that the virus lived on cardboard for 24 hours was in a lab setting that was not like cardboard exposed to open to circulating air that you will usually encounter.
- Mylar wrapped books or DVD/CD cases: wipe them down with alcohol based products if you want to further sanitize them.
- Keep hand sanitizers available for staff unpacking materials and remind staff not to touch their faces.

- Library materials are only a high risk for communicating the virus if someone who is very sick has recently sneezed or coughed on paper and left gross matter (e.g., mucus) on the materials.
- If there are lingering concerns about the safety of handling materials, leaving materials untouched for 24 hours is an option. It is unlikely that the virus will survive that long without a host. If you are especially concerned leave materials for 48 hours.

Clothing: CDC is not concerned with virus being transmitted on clothing unless someone very sick has been wearing them or coughed or sneezed on them. Don't shake out clothing before washing.

Shoes: CDC not concerned about the virus being tracked in on shoes.

Social Distancing

- All social distancing practices should be implemented if libraries are open.
- If the library is closed but promoting wireless service in the area outside of the library, promote social distancing (i.e., no congregating around devices).

A sick person worked in or used the library. What you should do:

- Close off area where they were working/sitting for 24 hours.
- Make sure the regular air circulation systems are operating.
- In addition, if possible, you can open doors and windows to get air moving.
- Cleaning crews can go to the location occupied by the sick person after 24 hours and clean it using known EPA registered disinfectants. Use alcohol wipes on computers and other tech in the area.
- No need for cleaning staff to wear protective gear beyond the usual aprons, etc. The virus would have died off in the 24 hour period.

Important Links

- [IMLS COVID-19 Updates page](#)
- [Community Guidance Documents – CDC](#)
- [Cleaning and Disinfecting – CDC](#)
- [List N: Disinfectants for Use Against SARS-CoV-2—EPA](#)